

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: October 28, 2002

PAYROLL LETTER # 02-030
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Assistant Chief
Personnel/Payroll Services Division

RE: PAYROLL WARRANT REGISTER

PLEASE CHECK WITH YOUR ACCOUNTING OFFICE TO DETERMINE WHETHER THEY RECEIVE PAYROLL LETTERS. IF THEY DO NOT, PLEASE SHARE A COPY OF THIS LETTER WITH THEM. PAYROLL LETTERS MAY ALSO BE ACCESSED VIA THE INTERNET AT www.sco.ca.gov/ppsd/scoltrs.

This is to remind all departments that the printed/hardcopy Payroll Warrant Register, Form CD38, will no longer be provided as of January 2003. Please refer to Payroll Letter #01-025 for additional information.

As outlined in the payroll letter, the warrant register is now available through the ViewDirect online report distribution system which can be accessed by authorized personnel staff. Accounting offices have been notified that the printed copies will not be provided in the future and of the availability of other resources (other than ViewDirect) to obtain needed payment information.

If your department has access to the ViewDirect system and staff is not currently using the online warrant register, please encourage them to begin using the online register before the printed copies are discontinued. If your department does not yet have access to the ViewDirect system, it is imperative that the Security Authorization, Form PSD125A, be submitted to obtain access (see Personnel Letter #01-013 for further information on the Form PSD125A process).

As an additional reminder, the requirement to retain the Payroll Warrant Register for five years is no longer applicable. Please refer to Payroll Letter #01-025 for further information. If you have any questions regarding this Payroll Letter, please direct them to Lisa Lobertini at (916) 327-3923 or via email at llobertini@sco.ca.gov.

RZ:LML